



**Canberra High School**  
— ESTABLISHED 1938 —

Dear Parents/Carers,

The end of the school year is quickly approaching and there are many things that will be happening over the term. Firstly, as reminder students are **expected to be at school until Friday 2<sup>nd</sup> of December** in order to meet attendance requirements for the ACT Year 10 Certificate. Classes will still be operating, and students are expected to be in classes as per their timetable. A reminder that the awarding of a Year 10 Certificate is based on successful completion of the following criteria: academic performance, attendance, and behaviour. All outstanding absences need to be explained.

In this pack you will find information about the following **Year 10 End of Year Events:**

1. Activity Days
2. Year 10 Farewell Assembly/ Brunch
3. Year 10 Formal
4. Year 10 Graduation
5. Permission Notes (at the bottom of information letter)

**Phone** 02 6142 0800 • **Fax** 02 6142 0806

Ngunnawal Country

**Address** Bindubi Street Macquarie ACT 2614

**Email** [info@canberrahs.act.edu.au](mailto:info@canberrahs.act.edu.au) • **Web** [www.canberrahs.act.edu.au](http://www.canberrahs.act.edu.au)

**ABN** 16 237 342 597



## ACTIVITY DAYS

To celebrate the end of their time at Canberra High School, Year 10 students will be participating in end of year activity days. These activity days will allow all Year 10 students to spend time with their peers in a relaxed social setting before they transition into the next phase of their education.

On Wednesday 30<sup>th</sup> November we will meet at school, attend ACE, and then walk from school to Big Splash Jamison to enjoy the day at the waterslides park. The cost of the excursion does include entry into the park and access to the waterslides. Students **will need to provide their own lunch on this day**. The canteen facilities will be available from 10:30-1:30 but will be **cash free**. Students will be able to pre order food from the canteen before the day, and this link will be provided closer to the date.

On Thursday 1<sup>st</sup> December we will meet at school, attend ACE, and then be walking from school to John Knight Park for activities and a BBQ lunch in a relaxed setting. **This day will be fully catered, and students will not need to bring their own lunch on this day.**

A permission note is located at the end of this information sheet.

### Excursion Details

<b>Dates:</b>	30 <sup>th</sup> November and 1 <sup>st</sup> December (Wednesday and Thursday)
<b>Venues:</b>	Big Splash Jamison (Wednesday) John Knight Park (Thursday)
<b>Times:</b>	All days will be normal school days and we will leave as a group from school
<b>Transport:</b>	Walking to Big Splash Jamison (Wednesday) Students will be dismissed from Big Splash to catch their normal school busses at 2.45pm  Walking to John Knight Park (Thursday) Students will be dismissed from John Knight Park at 2.15pm
<b>Activity Days Cost:</b>	<b>\$25</b> (to be paid to front office by Thursday 24 <sup>th</sup> November)



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## FAREWELL ASSEMBLY/BRUNCH/BOWLING

On Friday 2<sup>nd</sup> December (Year 10 students' last day) there will be a farewell assembly in the hall where the rest of the school will farewell them. There will be no parents/carers or guests at this assembly. After the assembly, Year 10 students will have a catered brunch where they will have the opportunity to socialise with their peers and teachers.

As the formal is not on this evening, so there is no preparation required, an alternative activity has been organised at Zone Bowling Belconnen, at a cost of \$22. If you do not wish your child to attend the bowling excursion and instead leave school after the brunch, please sign the note attached to this letter. Students must have returned this note to be allowed to leave school early. **No phone calls will be made on the day** (notes to be returned to their ACE teacher or to the front office).

### **SCHOOL RELATED MATTERS**

Please ensure your child has returned all library books to the library and any other resources borrowed. Prior to the last week of term, all year 10 students will be issued with a Leavers Form that must be signed by all their teachers to signify there are no outstanding matters related to each subject (for example textbooks etc) and cleaning out lockers. This leaver's form needs to be signed in appropriate places by teachers and parents/guardians and returned to the Front Office **before December 2<sup>nd</sup>**.

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## POST BRUNCH LEAVERS PERMISSION



*Please return this slip to your child's ACE teacher*

I give permission for my child .....ACE: .....  
to leave school after the farewell brunch at approximately 11:15 am on **Friday 2<sup>nd</sup> December 2022.**

**Full name of Parent/Carer**(please print) .....

Contact telephone –

Business hours:

After hours

Mobile:

**Signature of Parent/Guardian** ..... **Date** .....

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## FORMAL

As you would be aware the Year 10 class of 2022 will be celebrating the end of their time a CHS with a formal at The Arboretum on **Friday 9<sup>th</sup> December**. The cost of the formal will be **\$160**. This will include a three-course meal, soft drinks on the evening, digital copies of photographs taken by a professional photographer and a copy of the 2022 Year 10 Yearbook.

### **FORMAL DROP OFF**

The formal will be held at the Arboretum with students arriving from 5.30pm. Please be aware of the Arboretum's policy that **there will be no formal arrivals**. Students must be dropped to the front door of the Arboretum where they will be met by staff. Parents are **not permitted to leave their car** and we ask that you follow the instructions of the traffic controllers to ensure minimum congestion at The Arboretum.

### **FORMAL PICK UP**

Students are expected to remain in the venue all evening and will be escorted to the drop off/pick up location. The formal concludes at 10:00pm. You will need to remain in your car at the car park location until your child has contacted you and indicated that they are awaiting pickup. Students will be marked off the roll once a parent/guardian is visible to the student and teacher.

- **No student will be able to go home with another parent/carer without prior written permission. This permission form is located at the bottom of the formal permission note.**
- **All carers/guardians must complete this information even if you are taking your own child home.**

Please be aware that the Year 10 formal is a privilege that teachers organise to celebrate an end to four years at high school. Students who do not consistently follow Canberra High School's CARES values (uniform, attendance, punctuality to class, respectful behaviour) may not be invited to attend. This will be at the discretion of the Principal. **Payment does not guarantee attendance.**

*The school does not endorse, support, or encourage after formal parties.*





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## FORMAL AND GRADUATION KEY INFORMATION

### PAYMENT - FORMAL

A deposit of \$60 can be made at the front office and **will be required by Monday 7th November (Week 6)** and the **final balance paid by Thursday 24th November (Week 7)**. If you would like to discuss any financial concerns, please contact Ana Pasalic on 6142 0800.

### IMPORTANT DETAILS/YEAR 10 FORMAL

**Date:** Friday 9<sup>th</sup> of December 2022  
**Venue:** The Arboretum  
**Arriving:** 5.30 – 6:00pm  
**Photos on the Deck:** 6:00 – 6:20pm  
**Formal Function:** 6.20pm – 10.00pm

**Contact Details:** Deputy Principal (Melissa Beattie) - Phone Number: 0466940203

## GRADUATION

Year 10 Graduation will be Wednesday 7<sup>th</sup> December at 6.30 pm, at Canberra High School Hall. **Students need to arrive no later than 6.00 pm.** Please note that students must be in **full school uniform** for this event.

If you have any further questions about any of the above please feel free to contact Dave Crowe or Laura Gibbs on 6142 0800 or via email at [David.CroweBeveridge@ed.act.edu.au](mailto:David.CroweBeveridge@ed.act.edu.au) or [Laura.M.Gibbs@ed.act.edu.au](mailto:Laura.M.Gibbs@ed.act.edu.au).

Yours sincerely,

Dave Crowe-Beveridge and Laura Gibbs  
Year 10 Co-ordinators

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## IMPORTANT DATES FOR THE FRIDGE!

Date	Event
7 <sup>th</sup> November	Formal Deposit Due (\$60)
24 <sup>th</sup> November	Activities payment and permission note due (\$25)  Bowling payment and permission note due (\$22) <i>**NB if not attending this, please instead return the Post brunch leavers permission note**</i>
24 <sup>th</sup> November	Final balance of formal payment and permission note due (\$100) *no extensions
30 <sup>th</sup> November	Activities Day: Big Splash Day Out
1 <sup>st</sup> December	Activities Day: John Knight Park
2 <sup>nd</sup> December	Year 10 Farewell Assembly/Brunch Bowling Excursion
9 <sup>th</sup> December	Formal at Arboretum
7 <sup>th</sup> December	Graduation - 6:00 pm for a 6:30 pm start



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## YR 10 ACTIVITIES DAY PERMISSION NOTE

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to participate in the Year 10 Activity Days on **Wednesday 30th November** and **Thursday 1st December 2022** at Big Splash and John Knight Park. I understand that students will be walking from school to each venue and will be dismissed from the venue at the conclusion of the day.

- *I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for sensible behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion.*
- *I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.*
- *Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.*
- *Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.*
- *The school has made every effort to keep cost for this activity at a responsible level. We have an equity fund which can be used to provide financial assistance for students where parents are unable to make the requested contribution.*

Name of Parent/Carer:

(please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Medical notes that were received by the school will cover these excursions

If your child's medical conditions have changed since filling the medical form out at the beginning of the year please contact Melinda Harrison (Melinda.Harrison@ed.act.edu.au) for a copy of a new medical form.

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU) This information is necessary for us to manage student participation in excursions, and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion in order to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website ([www.det.act.gov.au](http://www.det.act.gov.au)) on the About Us page.

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## DIETARY REQUIREMENTS FOR JOHN KNIGHT PARK DAY



Please indicate below if your child has any dietary requirements / special considerations required for the BBQ lunch which will be provided at John Knight Park on Thursday 1<sup>st</sup> December.

**Student name:** .....

**Dietary requirements:**

.....  
.....  
.....  
.....



## YR 10 BOWLING DAY PERMISSION NOTE

I give permission for my child \_\_\_\_\_ in class \_\_\_\_\_ to attend the Year 10 Bowling Excursion on **Friday 2nd December 2022** at Zone Bowling Belconnen. I understand that students will be walking from school to Zone Bowling and will be dismissed from the venue at **2.30 pm**

- *I agree to my child participating in the activities associated with this excursion mentioned previously. I have discussed with my child the need for sensible behaviour on this excursion. I authorise the school to make arrangements for the welfare of my child (including medical or surgical treatment) in an emergency and I agree to meet the associated costs. I have provided to the school all medical information relevant to my child attending this excursion.*
- *I agree that my child will be under the authority of the school for the duration of the excursion and that the school is authorised to return my child to school or home at my expense if the school considers that circumstances warrant such action. I give permission for my child to travel by private car, driven by a staff member or parent, in an emergency.*
- *Staff accompanying students on excursions will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.*
- *Parents should be aware that staff members are not responsible for injuries or damage to property which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should warn children of the risk to themselves, to others and to property, of impulsive, wilful or disobedient behaviour.*
- *The school has made every effort to keep cost for this activity at a responsible level. We have an equity fund which can be used to provide financial assistance for students where parents are unable to make the requested contribution.*

Name of Parent/Carer:

(please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Medical notes that were received by the school will cover these excursions

If your child's medical conditions have changed since filling the medical form out at the beginning of the year please contact Melinda Harrison (Melinda.Harrison@ed.act.edu.au) for a copy of a new medical form.

If you fill in this form, your personal information and that of your child will be collected and handled by the ACT Education Directorate (EDU) This information is necessary for us to manage student participation in excursions, and support the welfare and safety of your child. If you do not consent to supply us with this information your child will be unable to participate in the excursion. Normally, we will not use or disclose this information for another purpose, without your consent, unless you would reasonably expect us to use or disclose the information for a related purpose. Normally we only share information with school staff and, where necessary, parents or volunteers assisting with the excursion in order to appropriately and effectively manage the excursion. The Directorate has a privacy policy that explains how we handle personal information, including how we handle privacy complaints. The policy is available on the Directorate's website ([www.det.act.gov.au](http://www.det.act.gov.au)) on the About Us page.



## YEAR 10 FORMAL PERMISSION NOTE



**Please return this page, completed with appropriate signatures, to the front office by Thursday 24<sup>th</sup> November.**

The accompanying staff member/s will take all reasonable care while the students are in their charge to protect them from injury and to control and supervise their behaviour and activities.

Parents should be aware that staff members are not responsible for injuries or damage to property, which may occur on an excursion where, in all circumstances, staff have not been negligent. Parents should inform children of the risk to themselves, to others and property, of impulsive, wilful or disobedient behaviour. All students attending will be expected to give their full commitment to ensuring that the excursion is enjoyable, safe and successful for everyone concerned. We expect that the students behave responsibly at all times, and that **any misconduct will be treated seriously and may require offending students to be sent home at the cost to the parents / carers.**

**Reminder: Payment and/or note does not guarantee attendance. (See information above)**

### PERMISSION TO ATTEND THE FORMAL

I give permission for my child .....

to attend the CHS Year 10 Formal at The Arboretum on **Friday 9<sup>th</sup> December 2022**

I have read the attached information regarding this excursion and understand what it contains.

**Full name of Parent/Carer** (please print) .....

Contact telephone –

Business hours:

After hours

Mobile:

**Signature of Parent/Guardian** ..... **Date** .....





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## FORMAL PICK-UP PERMISSION



I give permission for my child .....

to be picked up from the CHS Year 10 Formal at The Arboretum on **Friday 9<sup>th</sup> December 2022**

by.....at the conclusion of  
 the event.

(parent/guardian name)

(phone number)

**Full name of Parent/Carer**(please print) .....

Contact telephone –

Business hours:

After hours

Mobile:

**Signature of Parent/Guardian** ..... Date .....





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## PAYMENT INFORMATION

EXCURSION TITLE: **Formal**  
Fee Code: **\_FORMAL**

**Cost: \$160**

EXCURSION TITLE: **End of Year Activities**  
Fee Code: **EOY10**

**Cost: \$25**

EXCURSION TITLE: **Zone Bowling**  
Fee Code: **\_BOWL**

**Cost: \$22**

**TOTAL COST PAYING: \$.....**

**Student Name:** \_\_\_\_\_

### PAYMENT OPTIONS

- Payment in person** at the front office between 8:15am & 2:30pm Mon-Fri  
EFTPOS facilities are available. Cheques made payable to Canberra High School
- Canberra High School Website** [www.canberrahs.act.edu.au](http://www.canberrahs.act.edu.au)
- Phone Payments** – Credit cards Ph: 6142 0800 or 6142 0807

**Please debit my**  **Mastercard**  **Visa**

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Card Expiry Date \_\_\_\_/\_\_\_\_ Name on card\_\_\_\_\_

Parent/Carer\_\_\_\_\_ Total Amount Paid \$\_\_\_\_\_

Contact Phone number of Cardholder\_\_\_\_\_

Refund Policy: If a student and/or parent has made a financial commitment to an excursion and if the student is unable to attend for any reason (except in the case of sudden illness), the student and/or parent is entitled to a refund of money paid minus any non-refundable financial outlay that the school has made on behalf of that student. The school will endeavour to find a replacement for that student, in which case, all money will be refunded. The usual appeal provisions apply.

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